

# CREDITORS CONTROLLER

**COME JOIN OUR TEAM**

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned position in the Finance Department. The incumbent will report to the Financial Accountant and will be based at Head Office

## MINIMUM QUALIFICATIONS

- Degree in Accounting/Finance
- Corporate membership to a professional body e.g. CAZ, ACCA, CIS, LIMA.
- 5 Ordinary Level passes including English Language and Mathematics
- A postgraduate qualification is an added advantage.
- Minimum of two(2) years relevant experience.

## CORE COMPETENCIES

- Meticulous attention to detail
- Proven integrity and ethical standards
- Strong analytical and problem-solving abilities
- Collaborative team contributor
- Highly accountable and dependable
- Results-oriented with a focus on outcomes
- Excellent organizational and time management skills

## KEY RESPONSIBILITIES

### Invoice Processing and Verification

- Receive, review, and verify supplier invoices for accuracy and completeness.
- Ensure all invoices are correctly coded and matched with purchase orders and delivery notes.
- Resolve discrepancies or issues with suppliers regarding invoicing

### Payment Processing

- Prepare and process payments to suppliers in accordance with payment terms.
- Prioritize payments based on due dates and cash flow considerations.
- Maintain accurate records of payments made.

### Supplier Account Reconciliation

- Reconcile supplier statements with internal records regularly.
- Investigate and resolve any discrepancies or disputes with suppliers.
- Maintain up-to-date supplier account balances.
- Prepare creditors aging reports

### Compliance and Controls

- Ensure adherence to company policies, procedures, and internal controls for payments.
- Support audit processes by providing accurate documentation and reports.
- Monitor and prevent duplicate payments and fraudulent activities.
- Ensure suppliers comply with regulations, e.g. Tax authorities
- Prepare Audit file schedules supporting creditors and other related stakeholders
- Ensure VAT (output) is reconciled to all purchases.

### Vendor Relationship Management

- Maintain positive relationships with suppliers and vendors.
- Communicate proactively about payment Schedules, discrepancies, and queries.

### Reporting and Documentation

- Prepare regular reports on accounts payable aging, outstanding invoices, and payment status.
- Ensure all documentation related to creditor transactions is properly filed and accessible.

Applications accompanied by detailed Curriculum Vitae and Certified Copies of qualifications should be emailed to [recruitment@gmbdura.co.zw](mailto:recruitment@gmbdura.co.zw) not later than **9 September, 2025**.

**Only shortlisted candidates will be contacted.**